GDPR Retention Guideline Schedule

**1 Management of the Academy**

*This section contains retention periods connected to the general management of the Academy. This covers the work of the Governing Body, the Principal and the SLT, the admissions process and operational administration.*

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| **Trustees/ Governing Body** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Agenda for Trust or GB meetings | There may be data protection issues if the meeting is dealing with confidential issues relating to staff |  | One copy should be retained with the master set of minutes. All other copies can be disposed of | SECURE DISPOSAL |
| Minutes of Trust or GB meetings   * Principal set (signed) * Inspection copies | There may be data protection issues  If the meeting is dealing with  confidential issues relating to staff |  | PERMANENT  Date of meeting + 3 years | If the Academy is unable to store these  If these minutes contain any sensitive, personal information they must be shredded |
| Reports presented to the Trust or Governing Body | There may be data protection issues if the report deals with confidential issues relating to staff |  | Reports should be kept for a minimum of 6 years. However, if the minutes refer directly to individual reports then the reports should be kept permanently | SECURE DISPOSAL or retain with the signed set of the minutes |
| **Trustees/Governing Body, cont’d** | |  |  |  |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Instruments of Government including Articles of Association | No |  | PERMANENT | These should be retained in the Academy whilst the Academy is open |
| Trusts and Endowments managed by the Trust/Governing Body | No |  | PERMANENT | These should be retained in the Academy whilst the school is open and |
| Action plans created and administrated by the Trust or Governing Body | No |  | Life of the action plan + 3 years | SECURE DISPOSAL |
| Policy documents created and administered by the Trust or Governing Body | No |  | Life of the policy + 3 years | SECURE DISPOSAL |
| Records relating to complaints dealt with by the Trust or Governing Body | Yes |  | Date of the resolution of the complaint + a minimum of 6 years then review for further retention in case of contentious disputes | SECURE DISPOSAL |
| Annual Reports created under the requirements of the Education (Governors’ Annual Reports) (England) (Amendment) Regulations 2002 | No | Education (Trust or Governors Annual Reports) (England) (Amendment) Regulations 2002 SI 2002 No 1171 | Date of report + 10 years | SECURE DISPOSAL |
| Proposals concerning the change of status of a maintained Academy including Specialist Status Schools and Academies | No |  | Date proposal accepted or declined + 3 years | SECURE DISPOSAL |
| **CEO, Executive Principal, Principals and Senior Leadership Teams** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Log books of activity in the Academy maintained by the CEO, Executive Principal, Principals or Senior Leadership Team | There may be data protection issues if the log book refers to individual pupils or members of staff |  | Date of last entry in the book + a minimum of 6 years then review | SECURE DISPOSAL |
| Minutes of SLT meetings and the meetings of other internal administrative teams | There may be data protection issues if the minutes refers to individual pupils or members of staff |  | Date of meeting + 3 years then review | SECURE DISPOSAL |
| Reports created by the CEO, Executive Principal, Principals or Senior Leadership Team | There may be data protection issues if the report refers to individual pupils or members of staff |  | Date of the report + a minimum of 3 years then review | SECURE DISPOSAL |
| Records created by the CEO, Executive Principal, Principals, Deputy Principal, heads of year and other members of staff with administrative responsibilities | There may be data protection issues if the records refer to individual pupils or members of staff |  | Current academic year + 6 years then review | SECURE DISPOSAL |
| Correspondence created by the CEO, Executive Principal, Principals, heads of year and other members of staff with administrative responsibilities | There may be data protection issues if the records refer to individual pupils or members of staff |  | Date of correspondence + 3 years then review | SECURE DISPOSAL |
| Professional Development Plans | Yes |  | Life of the plan + 6 years | SECURE DISPOSAL |
| School Development Plans | No |  | Life of the plan + 3 years | SECURE DISPOSAL |
| **Admission Process** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| All records relating to the creation and implementation of the Schools Admission Policy | No | School Admissions Code  Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels Dec 2014 | Life of the policy + 3 years then review | SECURE DISPOSAL |
| Admissions – if the admission is successful | Yes | School Admissions Code  Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels Dec 2014 | Date of admission + 1 year | SECURE DISPOSAL |
| Admissions – if the admission is unsuccessful | Yes | School Admissions Code  Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels Dec 2014 | Date of admission + 1 year | SECURE DISPOSAL |
| Register of Admissions | Yes | School attendance Departmental advice for maintained schools, academies and LAs (October 2014) | Every entry in the admission register must be preserved for a period of three years after the date on which the entry was made | REVIEW  Schools may wish to consider keeping the admission register permanently as often schools receive enquiries from past pupils to confirm the dates they attend the school |
| **Admission Process, cont’d ….** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Proof of address supplied by parents as part of the admissions process | Yes | School Admissions Code  Statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels Dec 2014 | Current year + 1 year | SECURE DISPOSAL |
| Supplementary information form including additional information such as religion, medical conditions etc |  |  |  |  |
| For successful admissions |  |  | The information should be added to the pupil file | SECURE DISPOSAL |
| For unsuccessful admissions |  |  | Until appeals process completed | SECURE DISPOSAL |
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| **Operational Administration** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| General file series | No |  | Current year + 5 years then REVIEW | SECURE DISPOSAL |
| Records relating to the creation and publication of the Academy brochure or prospectus | No |  | Current year + 3 years | STANDARD DISPOSAL |
| Records relating to the creation and distribution of circulars to staff, parents or pupils | No |  | Current year + 1 year | STANDARD DISPOSAL |
| **Operational Administration, cont’d …** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Newsletters and other items with a short operational use | No |  | Current year + 1 year | STANDARD DISPOSAL |
| Visitor’s Books and Signing in Sheets | Yes |  | Current year + 6 years then REVIEW | SECURE DISPOSAL |
| Records relating to the creation and management of Parent Teacher Associations and/or Old Pupil Associations | No |  | Current year + 6 years then REVIEW | SECURE DISPOSAL |
| **2 Human Resources**  *This section deals with all matters of Human Resources matters within the Academies* | | | | | | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| **Recruitment** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| All records leading upto the appointment of a new CEO, Executive Principal or Principal | Yes |  | Date of appointment + 6 years | SECURE DISPOSAL |
| All records leading upto the appointment of a new member of staff – unsuccessful candidates | Yes |  | Date of appointment of successful candidate + 6 months | SECURE DISPOSAL |
| All records leading upto the appointment of a new member of staff – successful candidate | Yes |  | Information to be added to the electronic staff personnel file and retained for 6 months  Confirmation of appointment details to be retained in file | SECURE DISPOSAL |
| **Recruitment, cont’d …** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Pre-employment vetting information – DBS checks | No | DBS Update Service  Employer Guide June 2015  Keeping Children Safe in Education, July 2015 (Statutory Guidance from DfE Sections 73, 74) | The Academy does not have to keep copies of DBS certificates. If the Academy does so the copy must NOT be retained for more than 6 months |  |
| Proofs of identity collected as part of the process of checking ‘portable’ enhanced DBS disclosure | Yes |  | Where possible these should be checked and a note kept of what was seen and what has been checked. If it is felt necessary to keep copy documentation then the top section only should be placed on the member of staff’s personnel file |  |
| Pre-employment vetting information – Evidence proving the right to work in the United Kingdom | Yes | An employer’s guide to right to work checks (Home Office May 2015) | Where possible these documents should be added to the Staff Personnel file (see below), but if they are kept separately then the Home Office requires that the documentation are kept for termination of Employment plus not less than 2 years |  |
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| **Operational Staff Management** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Staff Personnel Files | Yes | Limitation Act 1980 (Sect.2) | Termination of Employment + 6 yrs | SECURE DISPOSAL |
| Staff Data collection sheets (for purpose of updating staff personal data) | Yes |  | No Retention period | Update system and secure disposal |
| Timesheets | Yes |  | Current year + 6 years | SECURE DISPOSAL |
| Annual appraisal/assessment records | Yes |  | Current year + 5 years | SECURE DISPOSAL |
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| **Management of Disciplinary and Grievance Processes** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Allegation of a CP nature against a member of staff including where the allegation is unfounded | Yes | “KCSiE Statutory guidance for schools and colleges March 2015”  “Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015” | Until the person’s normal retirement age or 10 years from the date of the allegation whichever is longer then REVIEW. Note allegations that are found to be malicious should be removed from personnel files. If found they are to be kept on the file and a copy provided to the person concerned. | SECURE DISPOSAL  These records must be shredded |
| Disciplinary Proceedings   * Oral warning * Written warning -1 * Written warning -2 * Final warning * Case not found | Yes |  | Date of warning + 6 months  Date of warning + 6 months  Date of warning + 12 months  Date of warning + 18 months  If the incident is CP related then see above otherwise dispose of at the conclusion of the case | SECURE DISPOSAL  (If warnings are placed on personnel files then they must be weeded from  the file)  SECURE DISPOSAL |
| **Health and Safety** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| H & S Policy Statements | No |  | Life of Policy + 3 years | SECURE DISPOSAL |
| H & S Risk Assessments | No |  | Life of Risk Assessment + 3 years | SECURE DISPOSAL |
| Records relating to Accident/ Injury at work | Yes |  | Date of incident + 12 years in the case of serious accidents a further retention period will need to be applied | SECURE DISPOSAL |
| Accident Reporting   * Adults * Children | Yes | Social Security (Claims & Payments) Regs 1979 Regulation 25, Social Security Admin Act 1992 Sect. 8. Limitation Act 1980 | Date of the incident + 6 years  Date of the incident + 25 years | SECURE DISPOSAL  SECURE DISPOSAL |
| Control of Substances  Hazardous to Health (COSHH) | No | Control of Substances Hazardous to Health Regs 2002. SI 2002 No 2677 Regulation 11; Records kept under the 1994 and 1999 Regs to be kept as if the 2002 Regs had not been made. Regulation 18 (2) | Current year + 40 years | SECURE DISPOSAL |
| Process of monitoring of areas where employees/persons are likely to have come in contact with asbestos | No | Control of Asbestos at Work Regulations 2012 SI 1012 No 632 Regulation 19 | Last action + 40 years | SECURE DISPOSAL |
| Process of monitoring of areas where employees and persons are likely to have become in contact with radiation | No |  | Last action + 50 years | SECURE DISPOSAL |
| Fire Precautions log books | No |  | Current year + 6 years | SECURE DISPOSAL |
| **Payroll & Pensions** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Maternity Pay Records | Yes | Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960), revised 1999 (SI 1999/567) | Current year + 3 years | SECURE DISPOSAL |
| Records held under Retirement Benefits Schemes (Information Powers) Regulations 1995 | Yes |  | Current year + 6 years | SECURE DISPOSAL |
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| **3 Financial Management of the School** I  *This section deals with all aspects of the financial management of the Trust/Academies including the administration of school mealsues* | | | | |
| **Risk Management and Insurance** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Employer’s Liability Insurance Certificate | No |  | Current year + 6 years | SECURE DISPOSAL |
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| **Asset Management** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Inventories of furniture and equipment | No |  | Current year + 6 years | SECURE DISPOSAL |
| Burglary, theft and vandalism report forms | No |  | Current year + 6 years | SECURE DISPOSAL |
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| **Accounts and Statements including Budget Management** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Annual Accounts | No |  | Current year + 6 years | STANDARD DISPOSAL |
| Loans and grants managed by the school | No |  | Date of last payment on the loan + 12 years then REVIEW | SECURE DISPOSAL |
| Student Grant Applications | Yes |  | Current year + 3 years | SECURE DISPOSAL |
| All records relating to the creation and management of budgets including the Annual Budget Statement and background papers | No |  | Life of the budget + 3 years | SECURE DISPOSAL |
| Invoices, receipts, order books and requisitions, delivery notices | No |  | Current financial year + 6 years | SECURE DISPOSAL |
| Records relating to the collection and banking of monies | No |  | Current financial year + 6 years | SECURE DISPOSAL |
| Records relating to the identification and collection of debt | No |  | Current financial year + 6 years | SECURE DISPOSAL |
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| **Contract Management** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Records relating to management of contracts under seal | No | Limitation Act 1980 | Last payment on the contract + 12 years | SECURE DISPOSAL |
| Records relating to the management of contracts under signature | No | Limitation Act 1980 | Last payment on the contract + 12 years | SECURE DISPOSAL |
| Records relating to monitoring of contracts | No |  | Current + 2 years | SECURE DISPOSAL |
| **School Fund** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| School Fund – cheque books | No |  | Current + 6 years | SECURE DISPOSAL |
| School Fund – paying in books | No |  | Current + 6 years | SECURE DISPOSAL |
| School Fund – Ledger | No |  | Current + 6 years | SECURE DISPOSAL |
| School Fund – Invoices | No |  | Current + 6 years | SECURE DISPOSAL |
| School Fund – Receipts | No |  | Current + 6 years | SECURE DISPOSAL |
| School Fund – Bank statements | No |  | Current + 6 years | SECURE DISPOSAL |
| School Fund – Journey books | No |  | Current + 6 years | SECURE DISPOSAL |
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| **School Meals Management** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Free School Meals Register | Yes |  | Current year + 6 years | SECURE DISPOSAL |
| School Meals Registers | Yes |  | Current year + 3 years | SECURE DISPOSAL |
| School Meals Summary Sheets | No |  | Current year + 3 years | SECURE DISPOSAL |
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| **4 Property Management** I  *This section deals with all aspects of the financial management of the Trust/Academies including the administration of school meals* | | | | |
| **Property Management** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Title deeds of properties belonging to the Academies | No |  | PERMANENT – these should follow the property unless the property has been registered with the Land Registry |  |
| **Property Management, cont’d** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Plans of property belonging to the Academies | No |  | These should be retained whilst the building belongs to the Academy and should be passed onto any new owners if the building is leased or sold |  |
| Leases of property leased by or to the Academies | No |  | Expiry of lease + 6 years | SECURE DISPOSAL |
| Records relating to the letting of Academy premises | No |  | Current financial year + 6 years | SECURE DISPOSAL |
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| **Maintenance** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| All records relating to the maintenance of the Academy carried out by contractors | No |  | Current year + 6 years | SECURE DISPOSAL |
| All records relating to the maintenance of the Academy carried out by Academy employers including maintenance log books | No |  | Current year + 6 years | SECURE DISPOSAL |
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| **5 Pupil Management** I  *This section includes all records which are created during the time a pupil spends at the Academy. For information about accident reporting see under Health + Safety above.* | | | | |
| **Pupil’s Educational Record** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Pupil’s Educational Record required by The Education (Pupil Information) (England) Regulations 2005 | Yes | The Education (Pupil Information) (England) Regulations 2005 SI No. 1437 |  |  |
| Primary |  |  | Retain whilst the child remains at the Academy | The file should follow the pupil when he/she leaves the Academy. This will include:   * To another primary school * To a secondary school * To a pupil referral unit * If the pupil dies whilst at the Academy the file should be returned to the LA to be retained for the statutory retention period \* |
| \*If the pupil transfers to an independent school, transfers to home schooling or leaves the country, the file should be returned to the LA to be retained for the statutory retention period. Primary Schools do not ordinarily have sufficient storage space to store records for pupils who have not transferred in the normal way. It makes more sense to transfer the record to the LA as it is more likely that the pupil will request the record from the LA | | | | |
| Examination Results – Pupil copies   * Public * Internal | Yes |  | This information should be added to the pupil file  (as above) | All uncollected certificates should be returned to the examination board |
| **Pupil’s Educational Record, cont’d …** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Child Protection information held on pupil file | Yes | “KCSiE Statutory guidance for schools and colleges March 2015”  “Working together to safeguard children. A guide to interagency working to safeguard and promote the welfare of children March 2015” | If any records relating to child protection issues are placed on the pupil file, it should be in a sealed envelope and then retained for the same period of time as the pupil file | SECURE DISPOSAL – these records MUST be shredded |
| Child Protection information held in separate files | Yes | “KCSiE Statutory guidance for schools and colleges March 2015”  “Working together to safeguard children. A guide to interagency working to safeguard and promote the welfare of children March 2015” | DOB of the child + 25 years then review. This retention period was agreed in consultation with the Safeguarding Children Group on the understanding that the principal copy of this information will be found on the LA Social Services record | SECURE DISPOSAL – these records MUST be shredded |
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| **Attendance** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Attendance Registers | Yes | School attendance: Departmental advice for maintained schools, academies, independent schools and LAs Oct 2014 | Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made | SECURE DISPOSAL |
| **Attendance, cont’d …** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Correspondence relating to authorised absence |  | Education Act 1996 Section 7 | Current academic year + 2 years | SECURE DISPOSAL |
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| **Special Educational Needs** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Special Educational Needs files, reviews and IEPs | Yes | Limitation Act 1980 (Section 2) | Date of Birth of pupil + 25 years | REVIEW \* |
| \*This retention period is the minimum retention period that any pupil file should be kept. Some LAs choose to keep SEN files for a longer period of time to defend themselves in a “failure to provide a sufficient education” case. There is an element of business risk analysis involved in any decision to keep the records longer than the minimum retention period and this should be documented. | | | | |
| Statement maintained under section 234 of the Education Act 1990 and any amendments made to the statement | Yes | Education Act 1996 Special Educational Needs and Disability Act 2001 Section 1 | Date of birth of the pupil + 25 years (This would normally be retained on the pupil file) | SECURE DISPOSAL unless the document is subject to a legal hold |
| Advice and information provided to parents regarding SEN | Yes | Special Educational Needs and Disability Act 2001 Section 2 | Date of birth of the pupil + 25 years (This would normally be retained on the pupil file) | SECURE DISPOSAL unless the document is subject to a legal hold |
| Accessibility Strategy | Yes | Special Educational Needs and Disability Act 2001 Section 14 | Date of birth of the pupil + 25 years (This would normally be retained on the pupil file) | SECURE DISPOSAL unless the document is subject to a legal hold |
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| **6 Curriculum Management** I | | | | |
| **Statistics and Management Information** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Curriculum Returns | No |  | Current year + 3 years | SECURE DISPOSAL |
| Examination results (Schools Copy) | Yes |  | Current year + 6 years | SECURE DISPOSAL |
| SATS records   * Results * Examination papers | Yes  Yes |  | The SATS results should be recorded on the pupil’s educational file and will therefore be retained until the pupil reaches the age of 25 years. The Academy may wish to keep a composite record of all the whole year SATs results. These could be kept for current year + 6 years to allow suitable comparison  The examination papers should be kept until any appeals/validation process is complete | SECURE DISPOSAL  SECURE DISPOSAL |
| Published Admission Number (PAN) Reports | Yes |  | Current year + 6 years | SECURE DISPOSAL |
| Value Added and Contextual Data | Yes |  | Current year + 6 years | SECURE DISPOSAL |
| Self-Evaluation Forms | Yes |  | Current year + 6 years | SECURE DISPOSAL |
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| **Implementation of Curriculum** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Schemes of Work | No |  | Current + 1 year | It May be appropriate to review these records at the end of each year and allocate a further retention period or SECURE DISPOSAL |
| Timetables | No |  | Current + 1 year |
| Class Record Books | No |  | Current + 1 year |
| Mark Books | No |  | Current + 1 year |
| Record of homework set | No |  | Current + 1 year |
| Pupils’ Work | No |  | Where possible pupils’ work should be returned to pupil (end of school year). If this is not the Academies policy, then current year + 1 year | SECURE DISPOSAL |
| **7 Extra Curricular Activities** | | | | |
| **Educational Visits outside the Classroom** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Records created to obtain approval to run an Educational Visit outside the classroom (Primary Schools) | No | Outdoor Educational Advisers’ Panel National Guidance website http:// oeapng.info specifically Section 3 “Legal Framework and Employer Systems” and Section 4 “Good Practice” | Date of visit + 14 years | SECURE DISPOSAL |
| Parental consent forms for trips where there has been no major incident | Yes |  | Conclusion of the trip  Although the consent forms could be retained for DOB + 22 years, the requirement for them being needed is low and most schools do not have the storage capacity to retain every single consent form issued by the school for this period of time | |
| **Educational Visits outside the Classroom, cont’d …** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Parental permission slips for trips where there has been a major incident | Yes | Limitation Act 1980 (Section 2) | DOB of the pupil involved in the incident + 25 years. The permission Slips for all the pupils on the tirp need to be retained to show that the rules had been followed for all |  |
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| **Walking Bus** | | | | |
| Walking Bus Registers | Yes |  | Date of register + 3 years. \* | SECURE DISPOSAL |
| \*This takes into account the fact that if there is an incident requiring an accident report/violent incident report the register will be submitted with the accident report and kept for the period of time required for accident reporting | | | | |
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| **Family Liaison Officers and Home School Liaison Assistants** | | | | |
| Day Books | Yes |  | Current year + 2 years then review |  |
| Reports for outside agencies – where the report has been included on the case file created by the outside agency | Yes |  | Whilst child is attending school and then destroy |  |
| Referral forms | Yes |  | While the referral is current |  |
| Contact data sheets | Yes |  | Current year then review, if contact is no longer active then destroy |  |
| Contact database entries | Yes |  | Current year then review, if contact is no longer active then destroy |  |
| Group Registers | Yes |  | Current year + 2 years |  |
| **8 Central Government and Local Authority** | | | | |
| **Local Authority** | | | | |
| Basic File Description | Data Protection Issues | Statutory Provisions | Retention Period (Operational) | Action at the end of the administrative life of the record |
| Secondary Transfer sheets (Primary) | Yes |  | Current year + 2 years | SECURE DISPOSAL |
| Attendance Returns | Yes |  | Current year + 1 year | SECURE DISPOSAL |
| School Census Returns | No |  | Current year + 5 years | SECURE DISPOSAL |
| Circulars and other information sent from the LA | No |  | Operational use | SECURE DISPOSAL |
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| **Central Government** | | | | |
| OFSTED reports and papers | No |  | Life of the report then REVIEW | SECURE DISPOSAL |
| Returns made to central government | No |  | Current year + 6 years | SECURE DISPOSAL |
| Circulars and other information sent from central government | No |  | Operational use | SECURE DISPOSAL |
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